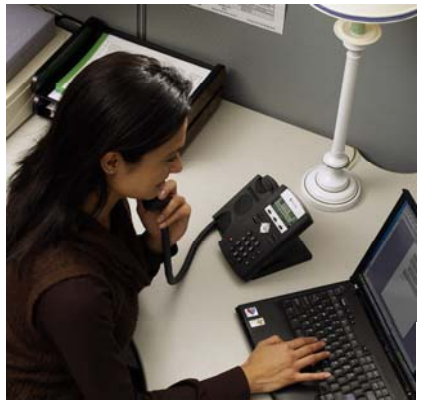

SoundPoint® IP 330/320

Quick User Guide

Basic Phone Features
and Customizing Your Phone

Applies to phones running SIP 2.2 or later controlled by SIP@Net.

For detailed information please consult the comprehensive SoundPoint IP 330/320 User Guide available at : www.nec-philips.com.

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PLACING A CALL

Using the Handset :
Pick up the handset and enter the number or enter the number first, and then pick up the handset.
Using the hands-free Speakerphone :
1. With the handset on-hook, press :
   - any assigned line key, or
   - the **NewCall** soft key.
2. Dial the number.

Or dial the number, and then press Dial.
Using the optional Headset :
1. With the headset connected, press :
   - any assigned line key, or
   - the **NewCall** soft key.
2. Press .
3. Dial the number.

Or dial the number, and then press .

During a call, you can alternate between hands-free, headset, handset or modes by pressing the or keys, or picking up the handset.

ANSWERING A CALL

Using the Handset :
Pick up the handset.
Using the Speakerphone :
Press :
- , or
- the line key, or
- the **Answer** soft key.

Using the optional Headset :
Press .

*Incoming calls may be ignored by pressing the **Reject** soft key during ringing.*

ENDING A CALL

Using the Handset :
Hang up or press the **EndCall** soft key.
Using the Speakerphone :
Press or the **EndCall** soft key.
Using the optional Headset :
Press or the **EndCall** soft key.

MICROPHONE MUTE

During a call, press . Mute applies to all modes : handset, headset, and hands-free. You can hear all other parties while Mute is enabled.

To turn off Mute, press again.

CALL HOLD AND RESUME

1. During a call, press Hold.
2. Press Hold again, the **Resume** soft key, or the line key to resume the call.

When a call has been on hold for an extended period of time, both visual and audible alerts may appear.

LOCAL CONFERENCE CALLS

Conferencing is an optional feature that must be configured on the call server. Particulars and menu options may vary.
To create a three-way local conference call :
1. Call the first party.
2. Press the **Conf** soft key to create a new call (the active call is placed on hold).
3. Place a call to the second party.
4. When the second party answers, press the **Conf** soft key again to join all parties in the conference.

*When a conference has been established, pressing the **Split** soft key will split the conference into two calls on hold.*

Placing the call on hold on the conference originator's phone will place the other parties in the conference on hold.

*A conference may be created at any time between an active call and a call which is on hold (on the same line or another line) by pressing the **Join** soft key.*

Ending the call on the conference originator's phone will allow the other parties to continue the conference.

CALL TRANSFER

1. During a call, press the **Trans** soft key (the active call is placed on hold).
2. Place a call to the party to which you want to transfer the call.
3. After speaking with the second party, press the **Trans** soft key to complete the transfer.

*Press the **Blind** soft key to transfer the call without speaking to the second party.*

*Transfer may be cancelled during establishment by pressing the **Cancel** soft key. The original call is resumed.*

REDIAL

Press Dial to display the Placed Call list.
Press and or hold down and to scroll to search for the desired number, and then press the **Dial** key again.

CALL FORWARDING

To enable Call Forwarding :
Dial the "activate prefix" possibly followed by the alternative destination number.

To cancel Call Forwarding :
Dial the "cancel prefix".
Ask your system administrator for both prefixes.

DO NOT DISTURB

To activate Do Not Disturb with fall back to operator :
Dial the "activate prefix".

To cancel Do Not Disturb :
Dial the "cancel prefix".
Ask your system administrator for both prefixes.

An alternative way (no fall back) is :
Press Menu and select **Features**, and then select **Do not disturb** to prevent the phone from ringing on incoming calls. A Do Not Disturb icon appears for all lines to confirm that Do Not Disturb is enabled.
Press Menu and select **Features**, and then select **Do not disturb** again to turn off Do Not Disturb.

CALL LISTS

Press Menu and select **Features**, and then select **Call Lists.** The Received and Placed Call lists can be viewed. Information on respective calls will be displayed.

From this screen, choose the appropriate soft key :

1. **Info** to view detailed call information.
2. **Save** to store the contact to the Contact Directory.
3. **Delete** to delete the call from the list.

Press ◁ repeatedly to return to the idle display. Or press the **Callers** soft key to view the Received Call list.

VOICE MAIL

Voice Mail is an optional feature that must be configured on the call server. Particulars and menu options may vary.

The Message Waiting Indicator on the front of the phone and individual line indicators will flash and the stutter dial tone in place of normal dial tone will sound to indicate that message(s) are waiting at the message center.

To listen to voice messages :

1. Press the **Msgs** soft key.
2. Follow voice prompts to listen to messages.

SPEED DIALING

To assign a speed dial index, see **CONTACT DIRECTORY** below.

To dial a contact assigned to a line key, press the corresponding line key.

To dial a contact associated with a speed dial index :

1. Using the dial pad, enter the speed dial index followed by the #.
2. Press Dial or pick up the handset.

CONTACT DIRECTORY

To add a contact in your local phone directory :

1. Press the **Dir** soft key, and then press ✓.
2. Press ✓ to enter a contact into the phone's database.
3. Enter first name from the dial pad.
4. Press the **OK** or **Cancel** soft keys to accept or cancel changes.
5. Press ▽ to display the next field in the contact's entry.
6. Repeat steps 2 through 5 to enter last name and a unique contact phone number (not already in the directory).
7. Change the Speed Dial Index if desired. It will automatically be assigned the next available index value.
8. Modify the remainder of the fields (Ring Type, Divert Contact, Auto Reject, and Auto Divert) if desired.
9. Press ◁ to end data entry.
10. Press the **Yes** or **Cancel** soft keys to accept or cancel changes.
11. Press ◁ repeatedly to return to the idle display.

*Contacts can be easily added from Call Lists. For more information, see **CALL LISTS** section above.*

To search for a contact :

1. Press the **Dir** soft key.
2. Using the dial pad, enter the first characters for the Last name. For example, to find the first directory entry with the last name starting with J, press the 5 key once. Searches are case insensitive. Dial the successful match from the resulting search screen.

To edit a contact :

1. Press the **Dir** soft key.
2. Search for contact (see above).
3. Press the **Edit** soft key and make the necessary changes.
4. Press ◁ to end data entry
5. Press the **Yes** or **Cancel** soft keys to accept or cancel changes.
6. Press ◁ repeatedly to return to the idle display.

VOLUME ADJUSTMENT

Press the volume keys to adjust handset, headset, and hands-free speaker volume during a call. Pressing these keys in idle state adjusts the ringer volume.

To conform to regulatory requirements, handset and headset volume will return to a preset level after each call, but the configuration can be changed by your system administrator. Hands-free volume settings will be maintained across calls.

RING TYPE

You can select different rings to match your preferences and distinguish between calls on lines.

To change the incoming ring :

1. Press Menu .
2. Select **Settings**, followed by **Basic**, and then **Ring Type**.
3. Using △ and ▽ , highlight the desired ring type. Press the **Play** soft key to hear the selected ring type.
4. Press the **Select** soft key to change to the selected ring type.
5. Press Menu or ◁ repeatedly to return to the idle display.

*If you select Silent ring, press the Line key or **Answer** soft key to answer incoming calls.*

DISTINCTIVE RINGING / CALL TREATMENT

You can set distinctive incoming ringing tones for different contacts in your local directory.

To set a distinctive ring for a local contact :

1. Press the **Dir** soft key.
2. Search for the contact (see **CONTACT DIRECTORY** above).
3. Press the **Edit** soft key and scroll down to Ring Type.
4. Enter a number corresponding to one of the ring types available (see **RING TYPE** above).
5. Press ◁ to end data entry.
6. Press the **Yes** or **Cancel** soft keys to accept or cancel changes.
7. Press ◁ repeatedly to return to the idle display.

HEADSET MEMORY MODE

For permanent or full-time headset users, there is an option to default all calls to the headset.

To enable Headset Memory Mode :

1. Press Menu and select **Settings** followed by **Basic**, **Preferences**, and then **Headset Memory**.
2. Use △ and ▽ and press ✓ to enable Headset Memory Mode.

To activate Headset Memory Mode :

Press ⏻ twice. The Headset icon will flash.

To disable Headset Memory Mode :

Repeat steps 1 and 2 and select **Disable**.